

https://go.boarddocs.com/ct/nhps/Board.nsf/Public

Introduction to BoardDocs: A Guide for Public Access

We are excited to introduce BoardDocs, a new software platform that will serve as the repository for all NHPS Board meeting related documents, including, agendas, minutes, policies and action items. BoardDocs is a comprehensive software designed to promote transparency, and ease of access to board and district related information for the public. Whether you are a member of the community, stakeholder or simply interested in the workings of a board, BoardDocs empowers you to find and engage with the information you need effectively. This guide will walk you through navigating the homepage, accessing featured meetings, selecting specific committees, and searching within BoardDocs.

Homepage Overview

Upon successfully landing on the NHPS BoardDocs homepage. This displays the introduction to our Board and Committees including any featured meetings either upcoming or recently past, events and goal tracking will also be in this area.



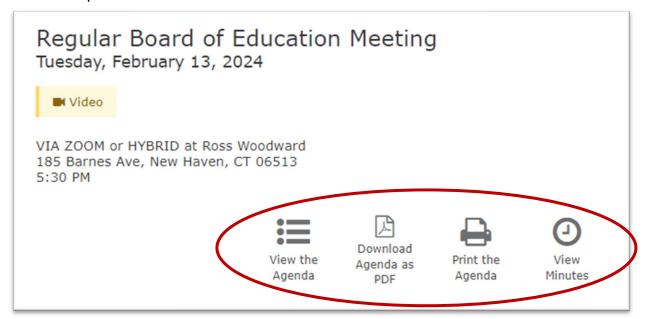
Meetings

This page showcases upcoming and/or recently passed meetings across various committees. For more information on any of the featured meetings, simply select the meeting and it will take you to the meeting information page.



View Meeting Information

After you select the Meeting you are brought to the meeting information, you will see several options:



- View the Agenda: Access the detailed agenda for the meeting.
 Once you're in the Agenda simply click on the Agenda Items to view more information or supporting documentation, if available.
- Download the Agenda as PDF: Save a copy of the agenda to your device.
- > Print the Agenda: Generate a printout of the agenda.
- View Minutes (for past meetings): Review the minutes from the meeting.

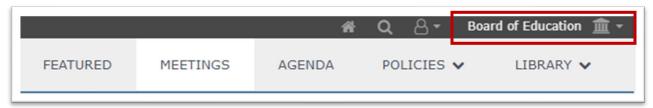
Zoom/Live meetings

- Join Meeting: For live Zoom Meetings it will display an additional icon to join.
- Video: For recordings of previous meetings select video to watch. Recordings are also available on the NHPS Youtube: https://www.youtube.com/@NewHavenBOETV

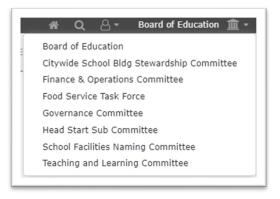


Choosing a Committee

On the top right corner of the website click anywhere in the area show below.



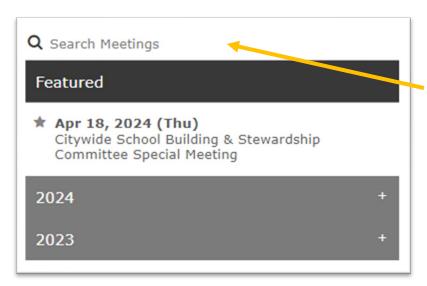
A drop-down menu will appear of all of the NHPS Committees. Select the committee and it will take you to all the agendas and minutes available for the specific committee.



Selecting an Agenda

After selecting a specified committee, it will bring you to the Committee home page the left side of the webpage will have all of the Agendas/Minutes for the meetings the committee held. If there is a featured meeting either upcoming or recently past, this meeting will be shown at the top.

If you know the date of the meeting you are looking for, select the year and the list of all meetings within the year will populate and you can select the agenda you wish to view.



If you're unsure of which meeting a topic was discussed. You can use <u>Search Meetings</u> and type in a key word to find the agenda item.

Be sure to click on the agenda, and the specific agenda item if you wish to view any supplemental documents, if available.